

WebCT 101: Backing Up Your Course

1. In the **Control Panel** menu, select the **Manage Course** button. (Figure 1.)
2. In the **Manage Course** menu, select **Backup Course**. (Figure 2.)
3. In the **Backup Courses** menu, note that a maximum of 2 backups is allowed. In the case that there are already 2 backups listed, select the backup you wish to delete, then select the **Delete** button. (Figure 3.) Otherwise, proceed to step 4.
4. In the **Backup Courses** menu, select **Create backup**. (Figure 4.)
5. Enter a description, then click the **Create** button. (Figure 5.) A Success notification will appear. Select **Continue**.

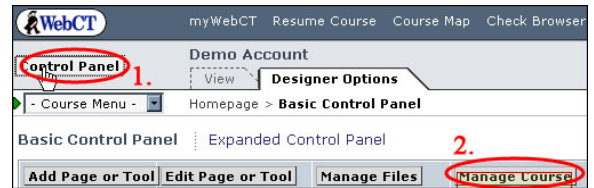


Figure 1. Control Panel.

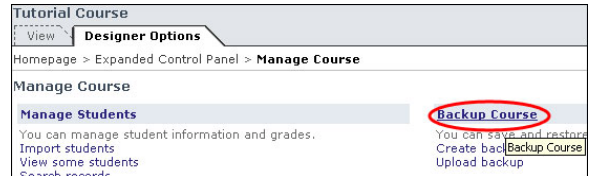


Figure 2. Manage Course menu, select Backup Course.

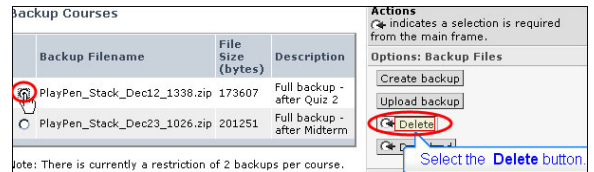


Figure 3. Deleting a backup.

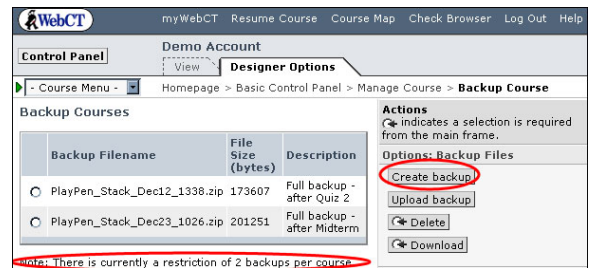


Figure 4. Create backup.

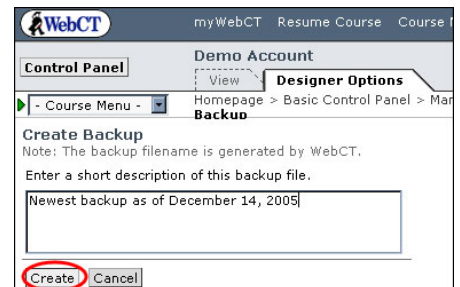


Figure 5. Create a Backup.

- In the **Backup Courses** menu, select the new backup filename that WebCT has automatically generated for you, then select the **Download** button. (Figure 6.)
- A download screen will appear. Select Save to Disk, then find the right directory to save the backup file in. (Figure 7.) It is recommended that you create a folder titled “WebCT Backup” on your computer for better organization.



Figure 6. Download backup.

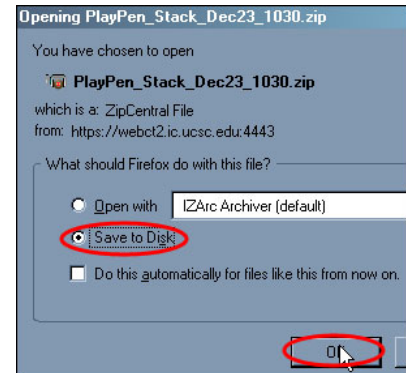


Figure 7. Save to Disk.